

RSM 3
FINANCIAL POLICIES & PROCEDURES MANUAL
ATTACHMENT 1100-3

SERVICE CATEGORY ENTRY GUIDE
FOR PLANS & AUTHORIZATIONS

Updated: 01/29/2025

To plan appropriately for and track expenditures, service categories are entered on plans with adequate descriptions for each service item, and service categories with subcategories, as needed, are entered on authorizations. Below, the service categories and subcategories are listed alphabetically as they appear in the Service Category drop down box when writing plans.

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SERVICE CATEGORY: Apprenticeship Services

Available for Authorization Type: Vendor (Required on plan.)

A2 Code	Service Subcategory	Services to be Provided
	Pre-Apprenticeship Program	Tuition and fees for Pre-Apprenticeship Program.
	Registered Apprenticeship	Tuition and fees for Registered Apprenticeship Program.
	Apprenticeship Training Books & Required Supplies	Books and required supplies for Pre-Apprenticeship or Registered Apprenticeship Program.

SERVICE CATEGORY: Assessment for Potential Modifications (requires Administrative Approval)

Available for Authorization Type: Central (only those with security to use Central auths may draft/issue)

A2 Code	Service Subcategory	Services to be Provided
	Assessment for Home Mods	Home Modification Assessment
	Assessment – Passenger-Only	During this assessment, the Driver Rehabilitation Specialist (DRS)/Certified Driver Rehabilitation Specialist (CDRS) will take measurements of the consumer in their wheelchair (see RSM 2, Section 1604.03k) and take them to a mobility dealer to assessment different van conversions to determine the best fit for the consumer.
01	Assessment – Clinical Pre-Driving – Adapted Vehicle	During the Clinical Pre-Driving Assessment an Occupational Therapist (OT) administers perceptual, motor and reaction assessments that help to predict an individual's capability to drive, who may or may not require any vehicle adaptations. This assessment is also required for individuals whose impairment is low vision. <i>Also requires Assessment – Behind-the-Wheel Adapted Driving Assessment (car or van)</i>
01	Behind-the-Wheel Adapted Driving Assessment-Car	During the evaluation the consumer is given a vision screening, brake reaction test, and 2-4 hours of “behind the wheel” evaluation. This assessment is also required for individuals who can safely and independently stow their wheelchair in the vehicle and then transfer to the car's driver seat. <i>Also requires a Clinical Pre-Driving Assessment (see above).</i>
01	Behind-the-Wheel Adapted Driving Assessment-Van (Mid-Tech)	This will be added if the consumer needs an assessment in an adapted van as opposed to a car. A Mid-Tech van assessment will be needed if your consumer: <ul style="list-style-type: none"> • Uses a wheelchair but cannot transfer and/or stow their wheelchair independently. • Has the strength and active range of motion without tremors and spasticity that allows the consumer to use OEM steering devices and gas/brake devices utilizing OEM brake/gas pedals. <i>Also requires a Clinical Pre-Driving Assessment (see above).</i>

A2 Code	Service Subcategory	Services to be Provided
01	Behind-the-Wheel Adapted Driving Assessment-Van (High-Tech)	This will be added if the consumer needs an assessment using a fully electronic driving system. Note: Service requires a Central Authorization. <i>Also requires a Clinical Pre-Driving Assessment (see above).</i>
01	Vendor Travel for Assessment for Potential Mods	Evaluator travel to/from designated consumer location.

SERVICE CATEGORY: Training for Potential Modifications (Requires Administrative Approval and Required on IPE)

Available for Authorization Type: Central (only those with security to use Central auths may draft/issue)

A2 Code	Service Subcategory	Services to be Provided
20	Driver Training – Adapted Car	Training services are provided by a DRS/CDRS in an adapted car. This training is provided “Behind-the-Wheel (BTW)” in the CDRS/DRS’s adapted vehicle and the recommended number of hours required can be found in the driving assessment report.
20	Driver Training – Adapted Van (Mid-Tech)	Training services are provided by a DRS/CDRS in an adapted van. Unlicensed driver training in an adapted van takes a minimum of 66 hours of BTW training, as required by the MVA.
20	Vendor Travel for Training for Potential Mods	Evaluator travel to/from designated consumer/ vehicle location, including travel for missed appointments.
20	Driver Training – Adapted Van (High-Tech)	Training services are provided by a DRS/CDRS in an adapted van. Unlicensed driver training in an adapted van takes a minimum of 66 hours of BTW training, as required by the MVA.
	VEAPA-Vehicle Consultation	Vehicle consultation involves the DRS/CDRS and the consumer going to look at vehicles at mobility equipment dealers to determine which vehicle make, model and year would be the best fit for the consumer prior to the consumer purchasing a vehicle. This service is provided after completion of Adapted Driving Equipment Training and/or after licensing.
	VEAPA-Estimate	The VEAPA is to be requested via Central Office Authorization to the DRS/CDRS who completed the adapted driving assessment and training. The DRS/CDRS will write the VEAPA based upon the adapted driving assessment and training provided, and will provide cost estimates for proposed vehicle modifications. A copy of the VEAPA will be provided to the consumer and, DORS Counselor during the pre-procurement meeting with the consumer, Counselor and RTS Staff

SERVICE CATEGORY: Modifications (Requires Administrative Approval and Required on IPE)

Available for Authorization Type: Central (only those with security to use Central auths may draft/issue)

A2 Code	Service Subcategory	Services to be Provided
20	Home Modifications	Provision of home modifications as indicated in approved specifications.

A2 Code	Service Subcategory	Services to be Provided
20	Vehicle Consultation: Vehicle Purchase	This service provides compatibility checks between the consumer's desired vehicle and the adapted driving equipment recommended by the DRS/CDRS. The service involves the consumer shopping, sending a VIN# for their desired vehicle and the DRS/CDRS contacting adapted driving manufacturers to confirm vehicle compatibility based on the VIN#. This service can only be provided after "Vehicle Modifications" are on a dated and issued IPE.
20	Vehicle Mod: Pre-Bid Conference Consultation	This service is used when complex and/or customized driving equipment is recommended by the DRS/CDRS. This meeting is held to assist the bidders understand the specifications in the VEAPA so that they can place more accurate bids and lessen the chance for the need for "change orders" in the middle of vehicle modification projects. This service item will be used when a DRS/CDRS needs to attend a pre-bid conference.
20	Vehicle Mod: Modification of Vehicle	<p>This service is coordinated at WTC by RTS. The consumer should not purchase a vehicle until they have provided the Vehicle Identification Number (VIN) to the RTS Driving Program Staff Specialist to confirm the vehicle can be modified, as required to meet the consumer's needs.</p> <p>Once the vehicle is purchased, consumer must provide a copy of the sales receipt and temporary registration. The sales receipt will provide documented proof that they have purchased a vehicle instead of leasing.</p>
20	Vehicle Mod: Fitting(s) (Mid/Final)	The DRS/CDRS who wrote the VEAPA/prescription will travel to the modification vendor's location to work with the consumer and modification technician to assure that adapted driving equipment is placed correctly for the consumer's access.
20	Vehicle Mod: Post-Modification Training – Adapted Car	The DRS/CDRS who provided the adapted driving assessment, training and VEAPA provides this service in the consumer's newly modified car to make sure that the consumer is able to drive with the new adaptations/equipment. Refer to driver training report for number of hours recommended.
20	Vehicle Mod: Post-Modification Training – Adapted Mid-Tech Van	The DRS/CDRS who provided the adapted driving assessment, training and VEAPA provides this service in the consumer's newly modified mid-tech van to make sure that the consumer is able to drive with the new adaptations/equipment. Refer to driver training report for number of hours recommended.
20	Vehicle Mod: Post-Modification Training – Adapted High-Tech Van	The DRS/CDRS who provided the adapted driving assessment, training and VEAPA provides this service in the consumer's newly modified high-tech van to make sure that the consumer is able to drive with the new adaptations/equipment. Refer to driver training report for number of hours recommended.

A2 Code	Service Subcategory	Services to be Provided
20	Vendor Travel for Modification Services	Evaluator travel to/from designated consumer/ vehicle location, including travel for missed appointments.

SERVICE CATEGORY: Assessment

Available for Authorization Type: Vendor

A2 Code	Service Subcategory	Services to be Provided
01	Non-Adapted Driving: Behind-the-Wheel Assessment	During the evaluation the consumer is given a vision screening, brake reaction test, and two to four hours of “behind the wheel” evaluation. This assessment is also required for Low Vision drivers. <i>This is required with a Clinical Pre-Driving Assessment (see below).</i>
01	Non-Adapted Vehicle: Clinical Pre-Driving Assessment	During the Clinical Pre-Driving Assessment an Occupational Therapist (OT) administers perceptual, motor and reaction assessments that help to predict an individual’s capability to drive. This assessment is also required for Low Vision drivers <i>This is required with the BTW Assessment (see above).</i>
01	Augmentative Communication Assessment	Evaluation of augmentative communication needs
01	Assistive Listening Assessment	Evaluation for assistive listening devices other than hearing aids
01	Audiology Assessment	Audiology exam only
01	Audiology Assessment – Additional Testing	Acoustic immittance testing, including tympanometry (impedance testing), acoustic reflex threshold testing and acoustic reflex decay testing
01	Audiology Assessment – Communication Evaluation	Aural rehabilitation and/or auditory processing
01	Background Check	Background check
	Blindness Skills Assessment	Assessment leading to development of a comprehensive service plan, includes I.L., mobility, and computer training needs.
01	Career Assessment – Community-based	Community-based CAS
01	Career Assessment – Comprehensive	Comprehensive CAS
01	Career Assessment – Comprehensive Hybrid	Comprehensive Hybrid CAS
01	Career Assessment – Exploratory	Exploratory CAS
01	Career Assessment – Exploratory Hybrid	Exploratory Hybrid CAS
01	Career Assessment – Focused	Focused CAS
01	Career Assessment – Focused Hybrid	Focused Hybrid CAS
01	Career Assessment – Itemized	Itemized CAS
01	Career Assessment – Itemized Hybrid	Itemized Hybrid CAS
01	Computer Assessment	Evaluation for computer access
01	Drug Screen	Drug screen
01	Functional Capacity Assessment	Functional capacity evaluation administered by licensed OT/PT provider
01	Interactive Complexity During Assessment	May be included when an interpreter, language translator, guardian, or other third parties such as welfare agencies, parole and probation officers, or school officials are needed during the appointment.
01	Low Vision Assessment	Evaluation for low vision devices, fitting and visual field

A2 Code	Service Subcategory	Services to be Provided
01	Medical Exam Not In Gen Fees – Approval Required	Medical Exams conducted in hospital or other facilities; requires CPT code and Fee Exception Request
01	Medical Radiological Services (X-Rays)	X-rays and radiologic services
01	Medical Record(s)	Medical records, either copies or abstract dictated by medical professional
01	Medical Office Visit	General medical office visit (new or established patient); formerly called “Health Status (GME).”
01	Missed Appointment Fee – assessments	Missed appointment fee for missed assessments.
01	Neuropsychological Assessment	Neuropsychological evaluation only
01	Occupational Therapy Assessment	Evaluation administered by an OT
01	Optometric Exam	Exam administered by an optometrist
01	Oral Exam	Exam administered by a dentist
01	Orientation and Mobility Assessment	Assessment of O&M training needs (Blind only) .
01	Physical Therapy Assessment	Evaluation administered by a physical therapist
01	Private Vehicle Repair Assessment	Full Service Vehicle Inspection of privately-owned vehicle to determine if it needs and qualifies for repairs (not including vehicle modification).
01	Psychiatry Assessment	Psychiatric evaluation only
01	Psychological Assessment for Adult	Psychological evaluation for an adult (ages 18 and older) that is not neuropsychological
01	Psychological Assessment for Child	Psychological evaluation for a child (ages 17 and younger) that is not neuropsychological
01	Psychological Assessment – LD Supplement	Supplemental testing to evaluate the extent of an individual’s learning disability.
01	Psychological Assessment – Memory Supplement	Supplemental testing for evaluation of memory impairment using the Wechsler Memory Scale IV (See Fee Schedule or Referral for Psychological Evaluation for criteria to use when determining whether to authorize this assessment.).
01	Rehab Teaching Assessment	Assessment of rehab teaching needs
01	Rehab Technology Assessment	Assessment of rehabilitation technology needs for training or employment by PT, OT or AT technologist. May include assessments in the work site.
01	Sign Language provided by Psychologist	Sign language interpretation provided directly by psychologist
01	Specialist Exam	Exam provided by physician other than a general practitioner.
01	Speech and Language Assessment	Evaluation by licensed speech/language practitioner
01	Vendor Travel for Assessment	Vendor travel for certain assessment services, per fee schedule

SERVICE CATEGORY: Basic Academic or Other Fundamental Training

Available for Authorization Type: Vendor **(Required on plan if service cost exceeds \$200.)**

A2 Code	Service Subcategory	Services to be Provided
28	Books & Required Supplies for Remediation	Books and required supplies for tutoring or academic remediation
10	Developmental, Literacy or Academic Training	Tutoring or academic remediation
13	Driver’s Education	Driver Education classes provided by community vendor, including 30 hours classroom instruction and 6 hours behind-the-wheel

A2 Code	Service Subcategory	Services to be Provided
13	Driver Training-BTW-Non-Adapted Vehicle	Behind-the-wheel instruction over the six hours provided during driver's education. This training is for individuals who may or may not have MVA Reportable Conditions and whose disabilities do not require vehicle modifications (e.g., low vision).
13	GED Exam Fee	GED administration fee
13	GED Training	GED preparation
28	Missed appointment fee –Tutoring	Missed appointment fee for basic academic or other fundamental training

SERVICE CATEGORY: Benefits Counseling After IPE

Available for Authorization Type: Vendor **(Required on plan if service cost exceeds \$200.)**

A2 Code	Service Subcategory	Services to be Provided
	Phase I: Pre-Employment Consultation	See Fee for Service Benefits Planning Services (rs-1n) fact sheet in the Benefits Planning Specialized Resources section of InDORS for a full explanation of service.
	Phase II: Job Placement and Employment/Maintenance	See Fee for Service Benefits Planning Services (rs-1n) fact sheet in the Benefits Planning Specialized Resources section of InDORS for a full explanation of service.
	Phase III: Developing Supports for DORS Case Closure	See Fee for Service Benefits Planning Services (rs-1n) fact sheet in the Benefits Planning Specialized Resources section of InDORS for a full explanation of service.
	Special Circumstances	\$50/hour. See Fee for Service Benefits Planning Services fact sheet for list of services
26	Missed Appointment Fee – Benefits Counseling after IPE	Missed appointment fee for benefits counseling services.
26	Vendor Travel for Benefits Counseling	Vendor travel for benefits counseling per fee schedule

SERVICE CATEGORY: Benefits Counseling: General Benefits Consultation

Available for Authorization Type: Vendor

A2 Code	Service Subcategory	Services to be Provided
26	General Pre-Employment Consultation	This service is only available to VR consumers prior to DORS IPE. This may be particularly useful for those consumers who are ambivalent about working or are unsure of an earnings goal. After verifying that a beneficiary has been appropriately assigned to disability priority Category 2, DORS counselors may refer these consumers for a fee-for-service General Benefits Consultation while they are on the DORS Waiting List.
26	Missed Appointment Fee – General benefits counseling pre-employment	Missed appointment fee for missed assessments.
26	Vendor Travel for General Benefits Counseling	Vendor travel for benefits counseling per fee schedule

SERVICE CATEGORY: Benefits Counseling: Benefits Check-In

Available for Authorization Type: Vendor

A2 Code	Service Subcategory	Services to be Provided
	None	See Fee for Service Benefits Planning Services (rs-1n) fact sheet in the Benefits Planning Specialized Resources section of InDORS for a full explanation of service.

SERVICE CATEGORY: College/University Training

Available for Authorization Type: Vendor (Required on plan if service cost exceeds \$200.)

A2 Code	Service Subcategory	Services to be Provided
28	College Books and Required Supplies	Books and required supplies for students attending 2- or 4-year college or university.
19	College Room and Board	Room & Board for students attending 2- or 4-year college or university
05	Four-Year College or University Training	Tuition and fees for Bachelor's degree program at a college or university
04	Graduate College or University Training	Tuition and fees for Graduate degree program through a college or university
06	Junior/Community College – AA Degree	Tuition and fees for AA degree program at a junior or community college
13	Junior/Community College – Miscellaneous Training	Tuition and fees for miscellaneous course work taken at a junior or community college
24	Junior or Community College – Self-Employment Service	Tuition and fees for self-employment services provided through a junior or community college
07	Junior/Community College – Vocational Certificate	Tuition and fees for occupational or vocational certificate program at a junior or community college
28	Other College-related Expenses	Other approved expenses not elsewhere classified for students attending 2- or 4-year college or university

SERVICE CATEGORY: Communication Services

Available for Authorization Type: Vendor (Required on plan if service cost exceeds \$200.)

A2 Code	Service Subcategory	Services to be Provided
28	Deaf/Blind Support Services Provider (SSP)	SSP services for VR
28	Foreign Language Translation/Interpreter (Non-Deaf)	Foreign language translation or interpretation for non-deaf
22	Interpreting – On-site ASL or Other Signed System	Real-time, in-person visual language interpretation, such as American Sign Language, Pidgin Signed English, Signed Exact English (I and II), Oral, Tactile and/or Cued Speech
22	Interpreting – Foreign Language for Deaf	Foreign language interpretation for deaf
22	Interpreting – Video Remote Interpreting	Video Remote Interpreter services requires the interpreter to use video conferencing equipment to provide visual language interpreting services from an off-site location to the individual requiring the visual language interpretation service. Note: Optional services as described in Interpreting-Optional Services may be requested for Oral Transliteration, Cued Speech Transliteration, SEE I and SEE II, and CDI.

A2 Code	Service Subcategory	Services to be Provided
22	Interpreting – On-site CART	Computer Assisted Real-Time Transcription (CART) is the instant verbatim translation of the spoken word into English text by a CART provider using a stenotype machine, notebook computer and real-time software. Also known in the industry as Communication Access Real-time Translation.
22	Interpreting – Remote CART	Instant verbatim translation of the spoken word into English text by a remote CART provider using a computer and real-time software through an Internet or telephone connection from an off-site location.
22	ILOB Interpreting – Optional Services	Optional service may include Oral Transliteration, Cued Speech Transliteration, PSE, SEE I and SEE II, Tactile Services, and Certified Deaf Interpretation (CDI). Optional services may be requested to meet consumer needs for Deaf/Blind, LFD (Lower Function Deaf) or MLS (minimal language skill) services.
14	RCS Intake and Planning	RCS initial meeting with consumer to determine consumer's employment and communication needs; agreed upon specific employment objectives and activities will be developed and submitted in writing by the RCS following the meeting. RCD may also attend this meeting.
14	RCS Job Development	Job development and communication support activities throughout the job seeking, interview, and placement process.
	RCS Job Development Prep	As required, resume and cover letter preparation and interview preparation.
16	RCS Job On-Site Follow-Up	On-site communication support within the first 90 days of new employment. Assistance with matters, such as, but not limited to: orientation and training; communication facilitation between employer, employee and co-workers to develop natural supports; and problem resolution.
16	RCS Job Retention Evaluation	Services to address communication and performance concerns for consumers who are in job jeopardy, to include on-site evaluations, as needed. Requires a written summary to include recommendations for improvement and an Action Plan with measurable goals.
16	RCS Job Retention On-Site Follow-Up	Work-site, time-limited services to assist consumer in carrying out Action Plan to improve performance, and to offer support and education to employer.
22	Missed appointment fee – communication services	Missed appointment fee, per state contract
22	Vendor Travel for Communication Service	Vendor travel for Communication Service per fee schedule
	VI – Job Development Preparation	Vocational Interpreter Job Development Preparation (e.g., mock interviewing) in combination with services provided by WTC employment services, Business Service Representatives, RCS, or CRPs.

A2 Code	Service Subcategory	Services to be Provided
	VI – On-site Interview Assistance	Vocational Interpreter On-Site Job Interview Assistance in combination with services provided by either WTC employment services, Business Service Representatives, RCSs, or CRPs.
	VI- On-site Vocational Interpretation	On-Site Vocational Interpretation (e.g. during informational interviews with employers, job fairs, short-term training or supervisory meeting) singly or in combination with services provided by either WTC employment services, Business Service Representatives, RCS, or CRPs.
	VI – On-Site Vocational Interpretation during WBLE	On-Site Vocational Interpretation during Pre-ETS Work-Based Learning Experience singly or in combination with services provided by either WTC employment services, Business Service Representatives, RCS, or CRPs. Hours authorized should initially be based on the Short-Term Job Coaching Fading Schedule. Administrative Approval required to exceed this number.

SERVICE CATEGORY: Counseling and Guidance

A2 Code	Service Subcategory	Services to be Provided
none	Not Available for Authorizations	Include as a separate service on all plans

SERVICE CATEGORY: Disability-Related Skills Training

Available for Authorization Type: Vendor **(Required on plan if service cost exceeds \$200.)**

A2 Code	Service Subcategory	Services to be Provided
12	Low Vision Training	Training on use of low vision devices
12	Missed appointment fee – disability-related skills	Missed appointment fee for disability-related skills training services
	Non-residential Adjustment to Blindness Training	Long-term immersion training (Non-residential)
12	Orientation & Mobility Training	Orientation & Mobility training for blind and visually impaired consumers
12	Rehab Teaching	Rehabilitation teaching services to individuals who are blind or visually impaired, provided by a non-DORS teacher
12	Residential Adjustment to Blindness Training	Long-term immersion training (Residential)
12	Sign Language/Speech Reading Training	Instruction in learning to use sign language or speech reading for consumers who are deaf or hard of hearing
12	Travel Training Note: For blind consumers, use Orientation & Mobility Training	Instruction in using public transportation (NOT for blind consumers)
12	Vendor Travel for Disability-Related Skills Training	Vendor travel for disability-related skills training per fee schedule

SERVICE CATEGORY: Goods/Services Required for Training or Employment

Available for Authorization Type: Vendor (Required on plan if service cost exceeds \$200.)

A2 Code	Service Subcategory	Services to be Provided
28	Clothing &/or shoes	Clothing or shoes required for job interviews or work uniforms
28	License or Certification	Occupational license or certification required for employment/training, including motor vehicle learner's permit or driver's license fees
28	Occupational Tools & Equipment	Tools or equipment needed for employment/training
28	Other Goods/Services, including shipping/handling	Specific items (e.g., wheelchair batteries or CCTVs) and services not elsewhere classified, including shipping and handling
19	Relocation Expenses for Employment	Costs for initial relocation required for employment
28	Vehicle Repair	Vehicle repair for training or employment (does not include vehicle modification)
28	Workers' Compensation Insurance	Workers' compensation insurance premium

SERVICE CATEGORY: Incidental Goods Required for Assessment

Available for Authorization Type: Vendor

A2 Code	Service Subcategory	Services to be Provided
01	Rehabilitation Technology	Goods found under Service Category: Rehabilitation Technology being provided for assessment purposes for consumers in application status per Administrative Approval
01	Treatment	Goods found under Service Category: Treatment being provided for assessment purposes during application status per Administrative Approval

SERVICE CATEGORY: Job Search, Placement & Short-Term Job Coaching Services

Available for Authorization Type: Vendor (Required on plan if service cost exceeds \$200.)

A2 Code	Service Subcategory	Services to be Provided
14	Background Check During Job Search	Background check required for job search.
14	Birth or Other Personal Records	Birth certificate, Social Security Card, ID, or other personal records required for job search.
14	Drug Screen During Job Search	Drug Screen required for job search
14	Expungement Services	Assistance with expunging a criminal record provided during job search.
	Job Development Preparation	Assistance with Resume, Cover Letter, Interview Prep, Job Placement Planning. 2 hours each/8 hours maximum
14	Assistance During Job Search	Job coaching provided specifically for provision of job search services leading up to interview
15	Assistance with Interview Process	Job coaching provided specifically for interview arrangement & accompaniment.
11	Job Coaching – Unpaid Internships	Work supports provided for consumers participating in work activity as part of Project Search, Summer Youth, Quest, or other unpaid internships.
	Short-Term Job Coaching	Job coaching after work placement for individuals not eligible for long-term supported employment.

A2 Code	Service Subcategory	Services to be Provided
	Employment Stability Follow-Up Fee	Authorization may be completed for this service at Stable Date for individuals not eligible for long-term supported employment to support continued employment to 90 days following Stability.
	Employment Stability Verification Fee at 90 Days	Option for a \$100 employment stability verification fee at 90 days, when there are no other Placement incentives available.
	Quality Incentive: 25% above Minimum Wage	A consumer obtains a position in the area related to their Individualized Plan for Employment (IPE) and is paid 25% above the state or local minimum wage (whichever is higher). Pay the related invoice only after 90 days of employment which meets DORS successful closure standards
	Quality Incentive: Ex-Offender	A consumer who qualifies as an ex-offender has been subject to some stage of the criminal justice process. Pay the related invoice only after 90 days of employment which meets DORS successful closure standards.
	Quality Incentive: Specialized Disability Pop	This include consumers whose primary disability is ABI, Autism, Blind, Deaf, or Deaf/Blind. Pay the related invoice only after 90 days of employment which meets DORS successful closure standards.
	Quality Incentive: STEM Discipline	The Code, Occupation, and the S.T.E.M. discipline will correspond with the O*Net Online listing of S.T.E.M. disciplines. Pay the related invoice only after 90 days of employment which meets DORS successful closure standards.
	Quality Incentive: Ticket to Work SGA Incentive	A Social Security disability beneficiary who's Ticket to Work is in use with DORS obtains a position earning over Substantial Gainful Activity (SGA) for blind or non-blind, as appropriate. Pay the related invoice only after 90 days of employment which meets DORS successful closure standards.
15	30 Day Rapid Work Incentive after 90 Days Employed	Authorization may be completed for this service after timeline is met for eligibility for the rapid work incentive payment: <ul style="list-style-type: none"> • Within 30 days of original authorization • Consistent with IPE goal • Consistent with range of work hours per week indicated Pay the related invoice only after 90 days of employment which meets DORS successful closure standards.

SERVICE CATEGORY: Supported Employment ServicesAvailable for Authorization Type: Vendor **(Required on plan if service cost exceeds \$200.)**

A2 Code	Service Subcategory	Services to be Provided
	(SE) DORS Funding for Youth Extended Services	
	(SE) Intensive Hours – Before Natural Supports	Supported employment job coaching according to 8 week fading schedule prior to expected transition to Natural Supports.
	(SE) Intensive Job Coaching Before BHA Supports	Supported employment job coaching according to 6 week fading schedule prior to expected transition to ongoing supports provided by BHA funding.
	(SE) Intensive Job Coaching Before DDA Supports	Supported employment job coaching according to 6 week fading schedule prior to expected transition to ongoing supports provided by DDA funding.
	(SE) Job Stability w Natural Support Follow-Up Fee	Authorization may be completed for this service when confirming employment stable date for individuals eligible for long-term supported employment provided by Natural Supports. \$200 flat rate.
	(SE) Milestone 1 for EBPSE	Initiation of job coaching services specifically for job development by an EBPSE provider
	(SE) Milestone 2 for EBPSE	Initiation of intensive job coaching by an EBPSE provider once a job is secured. Complete authorization for this service only after placement is secured.
	(SE) Milestone 3 for EBPSE	Job coaching by an EBPSE provider for stabilization of a job placement at 45 days. Complete authorization for this service only after placement is maintained.

SERVICE CATEGORY: Extended Services Provided by Natural Supports

A2 Code	Service Subcategory	Services to be Provided
	Supported Employment Natural Supports Incentive	Available when an individual receives supported employment services and maintains stability in the job for 90 days after transitioning to extended services provided via natural supports. \$450 Flat Rate.

SERVICE CATEGORY: Extended Services Funded by BHA

A2 Code	Service Subcategory	Services to be Provided
none	Not Available for Authorizations	Include as a separate service on Supported Employment plans including BHA funding for ongoing supports.

SERVICE CATEGORY: Extended Services Funded by DDA

A2 Code	Service Subcategory	Services to be Provided
none	Not Available for Authorizations	Include as a separate service on Supported Employment plans including DDA funding for ongoing supports.

SERVICE CATEGORY: MaintenanceAvailable for Authorization Type: Recurring and Vendor **(Required on plan if service cost exceeds \$200.)**

A2 Code	Service Subcategory	Services to be Provided
19	(Description required)	Maintenance costs over the usual living expenses (e.g. college room & board, hotel expense, meals) at any phase of process

SERVICE CATEGORY: Personal Attendant ServicesAvailable for Authorization Type: Recurring and Vendor **(Required on plan if service cost exceeds \$200.)**

A2 Code	Service Subcategory	Services to be Provided
23	Personal Attendant Services	Used to provide funding for personal attendant services to the consumer in support of his or her participation in other rehabilitation services.
23	Missed appointment fee – personal attendant services	Missed appointment fee for personal attendant services

SERVICE CATEGORY: Pre-ETS Counseling on Enrollment OpportunitiesAvailable for Authorization Type: Recurring and Vendor **(Required on plan if service cost exceeds \$200.)**

A2 Code	Service Subcategory	Services to be Provided
	(ARC of Carroll County) College Orientation for Comprehensive Transition	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(Chesapeake College) Post-Secondary Readiness	Used when a high school student with a disability is enrolled in Post-Secondary Readiness class at Chesapeake College as a Pre-ET service
	(HCC) Project Access Summer Institute	Used when a high school student with a disability is attending the Project Access Summer Institute at Howard Community College as a Pre-ET service
	Interpreting for Counseling on Enrollment Opp	Used when a high school student with a disability requires interpreting services while participating in counseling on enrollment opportunities as a Pre-ET service

SERVICE CATEGORY: Pre-ETS Instruction in Self-AdvocacyAvailable for Authorization Type: Recurring and Vendor **(Required on plan if service cost exceeds \$200.)**

A2 Code	Service Subcategory	Services to be Provided
	(ARC Baltimore) Self-Advocacy & Self-Determination	This service is one hour a week for six weeks for high school students with disabilities provided as a Pre-ET service, and may include up to two additional hours for report writing.
	(ARC of CC) Self-Advocacy & Self-Determination	This service is one hour a week for six weeks for high school students with disabilities provided as a Pre-ET service, and may include up to two additional hours for report writing.
	(CLB) LITE Instruction in Self-Advocacy Sessions	CLB LITE Sessions indicated in the fee schedule to be Instruction in Self-Advocacy.
	(National Alliance of the Deaf) Youth Leadership Camp	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(New Horizons) Success for Independent Living	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	Interpreting during Instruction in Self-Advocacy	Used when a high school student with a disability requires interpreting services while receiving instruction in self-advocacy as a Pre-ET service.

SERVICE CATEGORY: Pre-ETS Job Exploration CounselingAvailable for Authorization Type: Recurring and Vendor **(Required on plan if service cost exceeds \$200.)**

A2 Code	Service Subcategory	Services to be Provided
	(ARC Baltimore) Job Hunters Class for Young Adults	This service is provided by the ARC Baltimore for 3 hours a week for six weeks to high school students with disabilities provided as a Pre-ET service, and may include up to an additional two hours for report reporting.
	(ARC Baltimore) Career Exploration Class	This service is provided by the ARC Baltimore for 1.5 hours a week for six weeks to high school students with disabilities provided as a Pre-ET service, and may include up to an additional two hours for report reporting.
	(ARC OF CC) Job Hunters Class for Young Adults	This service is provided by ARC of Carroll County 3 hours a week for six weeks to high school students with disabilities provided as a Pre-ET service, and may include up to an additional two hours for report reporting.
	(ARC OF CC) Job Hunters Class for Young Adults II	This service is provided by ARC of Carroll County 3 hours a week for six weeks to high school students with disabilities provided as a Pre-ET service, and may include up to an additional two hours for report reporting.
	(Careerworks) Assessment-Based Job Exploration	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(Chesapeake College) Career Exploration	Used when a high school student with a disability is enrolled in Career Exploration class at Chesapeake College as a Pre-ET service.
	(Change Inc) Map Your Course	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(Family New Life Ministries) Job Exploration	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(Gallaudet University) Discover Your Future	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(Gallaudet University) Young Scholars Program (YSP)	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(Harper Career Services) Job Exploration Counseling	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(Independence Now) Job Exploration Services	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(JH Bayview Adult PRP) Community-Based Assessment	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(JH Bayview Adult PRP) Non-Assessment Job Trials	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(MSB) 1-Day Mapping Out Your Career Plan	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(MSD) Work to Learn: Referral & Career Cluster ID	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(New Horizons) Job Exploration--Assessment-based	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(NTID) Explore Your Future	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(NTID) Healthcare Careers Exploration Camp	Used when participation is funded as a Pre-ET service for a high school student with a disability.

A2 Code	Service Subcategory	Services to be Provided
	(VSP) Job Exploration: Assessment-Grade 09 or 10	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(VSP) Job Exploration: Assessment-Grade 11	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(VSP) Job Exploration: Assessment-Grade 12	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	Benefits Counseling Pre-employ Consult (student)	See Fee for Service Benefits Planning Services (rs-1n) fact sheet in the Benefits Planning Specialized Resources section of InDORS for a full explanation of service.
	Career Assessment–Community-Based (student)	Community-based CAS provided as a Pre-ET service for a high school student with a disability.
	Career Assessment–Comprehensive (student)	Comprehensive CAS provided as a Pre-ET service for a high school student with a disability.
	Career Assessment–Exploratory (student)	Exploratory CAS provided as a Pre-ET service for a high school student with a disability.
	Career Assessment–Focused (student)	Focused CAS provided as a Pre-ET service for a high school student with a disability.
	Career Assessment–Itemized (student)	Itemized CAS provided as a Pre-ET service for a high school student with a disability.
	Interpreting for Job Exploration Counseling	Used when a high school student with a disability requires interpreting services while participating in job exploration counseling services as a Pre-ET service

SERVICE CATEGORY: Pre-ETS Work-Based Learning Experiences

Available for Authorization Type: Recurring and Vendor **(Required on plan if service cost exceeds \$200.)**

A2 Code	Service Subcategory	Services to be Provided
	(Humanim) Start on Success Program	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(Humanim) Start on Success Summer Program	Used when participation is funded during the summer (8-week program) as a Pre-ET service for a high school student with a disability.
	(Humanim) Start on Success Summer Program for DHoH	Used when participation is funded during the summer (8-week program) as a PRE-ET service for a high school student who is Deaf or Hard of Hearing.
	(JH Bayview Adult PRP) Work-Based Learning Exp.	Used when participation is funded as a PRE-ET service for a high school student with a disability.
	(MSB) M.I.S.L.E. Summer Institute	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(MSB) Weekend Short Course Series: Weekend 2	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(MSB) Weekend Short Course Series: Weekend 3	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(MSD) Work to Learn: School Year Paid Work	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(MSD) Work to Learn: Youth Summer Employment	Used when participation is funded as a Pre-ET service for a high school student with a disability.

A2 Code	Service Subcategory	Services to be Provided
	Student Stipend (05-10 hours per week)	If WBLE agreement confirms that the WBLE is paid by the provider, DORS staff will complete an authorization for student receipt of minimum wage, based on the number of hours per week the student will be participating in the WBLE as documented on the WBLE agreement. 5-10 hours per week.
	Student Stipend (11-20 hours per week)	Student Stipend as described above 11-20 hours per week.
	Student Stipend (21-30 hours per week)	Student Stipend as described above 21-30 hours per week.
	Student Stipend (31-40 hours per week)	Student Stipend as described above 31-40 hours per week.
	Student Stipend PG/MOCO (05-10 hours per week)	Student Stipend as described above, Cost per week for WBLEs located in Prince George's & Montgomery County only, 5-10 hours per week.
	Student Stipend PG/MOCO (11-20 hours per week)	Student Stipend as described above, Cost per week for WBLE's located in Prince George's & Montgomery County only, 11-20 hours per week.
	Student Stipend PG/MOCO (21-30 hours per week)	Student Stipend as described above, Cost per week for WBLEs located in Prince George's & Montgomery County only, 21-30 hours per week.
	Student Stipend PG/MOCO (31-40 hours per week)	Student Stipend as described above, Cost per week for WBLEs located in Prince George's & Montgomery County only, 31-40 hours per week.
	(VSP) Win Through Work Program	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(Work Opportunities) YTS Internship Note: YTS = Youth Transition Services	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	A.T. Required for Work-Based Learning	Used to purchase assistive technology specifically required for use in a work-based learning experience, funded as a Pre-ET service for a high school student with a disability.
	Interpreting during Work-Based Learning Experience	Used when a high school student with a disability requires interpreting services while participating in a work-based learning experience as a Pre-ET service.
	On-Site Workplace Readiness Training	Used when requested by student participating in a work-based learning experience as a Pre-ET service for a student with a disability.
	On-Site Workplace Readiness Training — YSE Supplement Regional Director Approval required	Used when more funding is requested and justified by a provider of on-site workplace readiness training to a student participating in a Youth Summer Employment Program as a Pre-ETS work-based learning experience.
	Project Search Work-Based Learning Experience Prep	Used when a student with a disability is involved with Project Search.
	Project Search Workplace Readiness Training	Used when a student with a disability is involved with Project Search.
	Work-Based Learning Experience Development	Used when developing a work-based learning experience for a student with a disability as a pre-employment transition service.

SERVICE CATEGORY: Pre-ETS Workplace Readiness TrainingAvailable for Authorization Type: Recurring and Vendor **(Required on plan if service cost exceeds \$200.)**

A2 Code	Service Subcategory	Services to be Provided
	(ARC Montgomery County) TRYP-S	The Transitioning Youth Retail Project is a pre-employment transition service provided by the ARC Montgomery County for five weeks.
	(ARC of CC) Barrier Free Theatre for Young Adults	This service is provided by ARC of Carroll County 1 ½ hours per week for eight weeks to high school students with disabilities provided as a Pre-ET service, and may include up to an additional two hours for report writing.
	(ARC of Southern MD) Career Explorers Year 1	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(ARC of Southern MD) Career Explorers Years 2-4	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(Benedictine) Hospitality Program	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(Benedictine) Retail Skills Training	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(Benedictine) Work Adjustment Training	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(BISM) GLIDE	Workshops for high school students with disabilities provided as a Pre-ET service.
	(BISM) Work to Independence	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(CLB) Foundations of Adj to Blindness for students	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(CLB) Lighthouse Summer Transition Institute	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(CLB) LITE Program Work Readiness Training Sessions	CLB LITE Sessions indicated in the fee schedule to be Workplace Readiness Training.
	(GIMV) Work Readiness Prep* *Goodwill Industries of Monocacy Valley	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(Harper Career Services) Workplace Readiness	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(Independence Now) Workplace Readiness Program	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(JH Bayview Adult PRP) Workforce Literacy	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(Maple Shade) Score Program	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(MSB) 1-Day Professional Dress for Work & College	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(MSB) Weekend Short Course Series: Weekend 1	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(MSB) Work Readiness After School Program (WRAP)	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(MSD) Work To Learn: Final Resume Development	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(New Horizons) Job Readiness Boot Camp	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(Treatment & Learning Centers) Workplace Readiness	Used when participation is funded as a Pre-ET service for a high school student with a disability.

A2 Code	Service Subcategory	Services to be Provided
	(Work Opportunities) Career Link	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(Work Opportunities) Workshops That Work	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(Work Opportunities) YTS without internship Note: YTS=Youth Transition Services	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	(Wor-Wic) Culinary Life Skills Training	Used when participation is funded as a Pre-ET service for a high school student with a disability.
	Interpreting during Workplace Readiness Training	Used when a high school student with a disability requires interpreting services while participating in a workplace readiness, Pre-ET service
	Orientation and Mobility for a student	Used when a high school student with a disability requires orientation and mobility services as a workplace readiness, Pre-ET service
	Travel Training for a student	Used when a high school student with a disability requires travel training as a workplace readiness, Pre-ET service

SERVICE CATEGORY: Reader Services

Available for Authorization Type: Recurring or Vendor **(Required on plan if service cost exceeds \$200.)**

A2 Code	Service Subcategory	Services to be Provided
21	Reader services	Services of a reader for someone who is blind, visually impaired or print impaired, needed to complete classwork.
21	Missed appointment fee – reader services	Missed appointment fee for reader services

SERVICE CATEGORY: Rehabilitation Technology Support

Available for Authorization Type: Vendor **(Required on plan if service cost exceeds \$200.)**

A2 Code	Service Subcategory	Services to be Provided
20	Assistive Listening Device(s)	Assistive Listening Devices other than hearing aids (e.g., FM loop)
20	Assistive Technology (AT) Services	Services provided in use of specific assistive technology devices.
20	Assistive Technology Evaluation	Evaluation in use of specific assistive technology devices.
20	Assistive Technology Training	Training in use of specific assistive technology devices.
20	Augmentative Communication Equipment	Augmentative communication equipment
02	Augmentative Communication Treatment	Treatment provided by a certified specialist to improve communication methods.
20	Computer Hardware/Software or Service	Computer hardware or software purchase, or service/repair on computer
20	Engineering Consultations	Engineering review of rehabilitation technology.
20	Environment Control Unit Purchase	Environmental Control Unit purchase
20	Hearing Aid(s)	Hearing aids only (digital, analog & programmable), including in-service training on use
20	Hearing Aid(s) Appliance	Batteries, ear molds, tube, t-coil, dehumidifier, hearing aid FM system/audio shoe
20	Hearing Aid(s) Check	Testing, fitting and programming hearing aids
20	Hearing Aid(s) Evaluation	Evaluation to determine the most appropriate aid(s) for the consumer

A2 Code	Service Subcategory	Services to be Provided
28	Low Vision Aids	"Low tech" or "no tech" items such as those recommended by a rehab teacher.
20	Low Vision Device(s)	Low Vision devices, such as those recommended after a low vision evaluation, including low vision device fitting.
20	Missed Appointment Fee - rehab tech services	Missed appointment fee for rehabilitation technology services
20	Rehabilitation Technology Devices	Devices prescribed by OT, PT, or Assistive Technologist
20	Rehabilitation Engineering/Fabrication	Build or customize products/equipment to meet specific need
20	Vendor Travel for Rehab Technology Services	To be used to pay for vendor travel for rehabilitation technology services
20	Wheelchairs or electric scooters	Wheelchairs, electric scooters
20	Work Site Modifications	Modifications provided on the worksite by an OT, PT, or A.T. technologist to enable the individual to perform the essential functions of the job.

SERVICE CATEGORY: RISE Self-Employment Services

A2 Code	Service Subcategory	Services to be Provided
none	Not Available for Authorizations	Include as a separate service on self-employment plans

SERVICE CATEGORY: Self-Employment Service (Not thru RISE or College)

Available for Authorization Type: Vendor **(Required on plan if service cost exceeds \$200.)**

A2 Code	Service Subcategory	Services to be Provided
24	Technical Assistance for Self-Employment	Used to provide technical assistance or advice for self-employment through a provider other than RISE or a college program.

SERVICE CATEGORY: Services to Family Members

Available for Authorization Type: Recurring and Vendor **(Required on plan if service cost exceeds \$200.)**

A2 Code	Service Subcategory	Services to be Provided
28	Daycare: In Service Item Description describe formula used to calculate cost (e.g., number of hours times number of weeks times number of children, as applicable)	Daycare for consumer's family member required for consumer's vocational programming or initial employment
28	Family Member Support Service (Other)	Expenses related to other services for family members required to facilitate consumer's vocational programming or initial employment.
28	Personal Attendant Care of Family Member	Personal attendant care for consumer's family member required for consumer's vocational programming or initial employment

SERVICE CATEGORY: Transportation

Available for Authorization Type: Vendor and Recurring **(Required on plan if service cost exceeds \$200.)**

A2 Code	Service Subcategory	Services to be Provided
18	(Description required)	Transportation costs at any point in the process, including expenses related to costs of moving/relocation required for employment

SERVICE CATEGORY: Treatment

Available for Authorization Type: Vendor (Required on plan if service cost exceeds \$200.)

A2 Code	Service Subcategory	Services to be Provided
02	Cognitive Therapy Services	Cognitive rehabilitation services
02	Convalescent Home Care Service	Home nursing care on short-term basis
02	Dental Treatment or Dentures	Dental treatment/services, which may include dentures
02	Glasses, Contacts, or Artificial Eyes	Eyeglasses, contact lenses, artificial eyes
02	Inpatient Hospital Services	Inpatient hospital services
02	Interactive Complexity During Treatment	May be included when an interpreter, language translator, guardian, or other third parties such as welfare agencies, parole and probation officers, or school officials are needed during the appointment.
02	Limbs (Prosthetic)	Prosthetic arms, legs, hands and feet
02	Medical Care (acute illness)	Medical care for acute illness
02	Medication (prescribed)	Prescription drugs
02	Missed Appointment Fee – Treatment	Missed appointment fee for treatment services
02	Mobility devices (excluding wheelchairs & scooters)	Leg braces, canes, crutches, walkers, and other assistive devices for mobility. (Wheelchairs and scooters are found under rehabilitation technology)
02	Nursing Care (Not In-home)	Nursing care not in the home
02	Occupational Therapy Treatment	OT treatment, not evaluation
02	Physical Therapy Treatment	PT treatment, not evaluation
02	Physician Services	Doctor's fees for specific treatment
02	Psychotherapy Services	Psychotherapy services
02	Speech Therapy Services	Speech therapy/treatment fees
02	Surgery Costs (excluding hospitalization fees)	Surgical costs (does not include hospitalization fees)
02	Surgery and Treatment (not otherwise classified)	Surgery and Treatment not elsewhere classified
02	Vendor Travel for Treatment Service	To be used to pay for vendor travel for treatment service.

SERVICE CATEGORY: Vocational & Occupational Skills Training

Available for Authorization Type: Vendor (Required on plan if service cost exceeds \$200.)

A2 Code	Service Subcategory	Services to be Provided
11	CRP Employee Development Services (EDS)	Vocational adjustment training provided directly by DORS-approved provider
07	CRP Employment Skills Training (Not EDS)	Skills training for specific occupation (Not EDS)
28	CRP Employment Skills Training Books/Req. Supplies	Books and required supplies for employment training provided directly by CRP
08	On the Job Training	On-the-job training (OJT) provided by employer
28	On the Job Training Books/Required Supplies	Books and required supplies for OJT provided by employer
07	Proprietary/Vocational School	Tuition, fees and other approved costs for skills training provided by proprietary/vocational school
28	Proprietary/Vocational School Books & Required Supplies	Books and required supplies for skills training provided by proprietary/vocational school

WTC Service Authorizations

Note: All the remaining SERVICE CATEGORIES are available for WTC Service Authorizations: See [WTC section of InDORS](#) for specific information on services provided. An asterisk (*) next to the service category indicates that it is required to be on the IPE before it can be included on the service authorization/referral to AWARE™.

Service Category	Service Subcategory
WTC Academic Services Assessment	Academic Assessment
WTC Academic Services Assessment	Academic Screening
WTC Academic Services Assessment	College Assessment
WTC Academic Services Training	Academic Instruction
WTC Academic Services Training	Pre-GED Program
WTC Academic Services Training	GED Program
WTC Apprenticeship Consult	See detailed list regarding the service subcategories and their usage below this grid.
WTC Apprenticeship Support	See detailed list regarding the service subcategories and their usage below this grid.
WTC Autism Services Assessment	A.P.P.S.
WTC Autism Services Assessment	Autism Consultation per CST
WTC Autism Services Training	Autism Employment Support-Group
WTC Autism Services Training	Autism Employment Support-Individual
WTC Autism Services Training	Autism Employment Support-Job
WTC Autism Services Training	Autism Job Club
WTC Autism Services Training	Autism Job Club PreScreening
WTC Autism Services Training	Autism Support-Group
WTC Autism Services Training	Autism Support-Individual
WTC Autism Services Training	Pathways Program
WTC Autism Services Training	Virtual College Autism Mentoring Program
WTC Behavioral Health Services	Addictions Assessment
WTC Behavioral Health Services	Behavioral Health Consultation
WTC Behavioral Health Services	Behavioral Health Counseling
WTC Behavioral Health Services	Behavioral Health Education
WTC Behavioral Health Services	Behavioral Health Screening
WTC Behavioral Health Services	Diabetic Assessment
WTC Behavioral Health Services	Diabetic Ed
WTC Behavioral Health Services	Diabetic Follow-up
WTC Behavioral Health Services	Health Education
WTC Career and Technology Training*	Auto General Service Technician 1
WTC Career and Technology Training*	Auto General Service Technician 2
WTC Career and Technology Training*	Auto General Service Technician Trial per CST
WTC Career and Technology Training	Community Customized-CVS
WTC Career and Technology Training	Community Partnership-Childcare
WTC Career and Technology Training*	Customized-CVS
WTC Career and Technology Training*	Customized-CVS Paid Externship
WTC Career and Technology Training*	Customized-CVS Pharmacy Technician
WTC Career and Technology Training*	Customized-CVS Pharmacy Technician OJT
WTC Career and Technology Training*	Environ-Floor Technician
WTC Career and Technology Training*	Environ-Housekeeping
WTC Career and Technology Training*	Environ-Housekeeping Trial per CST
WTC Career and Technology Training*	Food Service
WTC Career and Technology Training*	Food Service Trial per CST
WTC Career and Technology Training*	Partnership-Auto Detailing 1
WTC Career and Technology Training*	Partnership-Auto Detailing 2

Service Category	Service Subcategory
WTC Career and Technology Training*	Partnership–Auto Detailing Trial per CST
WTC Career and Technology Training*	Partnership–Auto Refinishing
WTC Career and Technology Training*	Partnership–Childcare
WTC Career and Technology Training*	Partnership–PAWS
WTC Career and Technology Training*	Partnership–Warehouse
WTC Employment Services	Community Pre-Screening-Childcare
WTC Employment Services	Community Pre-Screening-CVS
WTC Employment Services	Non-WTC Training Graduates
WTC Employment Services	Pre-Screening–CVS
WTC Employment Services	WTC Training Graduates
WTC Enrichment Services	Travel Training–Boot Camp
WTC Enrichment Services	Travel Training–Group for WRP
WTC Enrichment Services	Travel Training–Individual
WTC ILOB Services	WTC Diabetic Assessment ILOB
WTC ILOB Services	WTC Diabetic Follow-up ILOB
WTC ILOB Services	WTC Low Vision Support Group ILOB
WTC ILOB Services	WTC RTS AT Assessment ILOB
WTC ILOB Services	WTC RTS AT Training and Tech Support ILOB
WTC PRE-ETS	Autism Services–Post-Secondary Training Opp PETS*
WTC PRE-ETS	Autism Service–Pre-Employment Autism Support PRE-ETS
WTC PRE-ETS	Pre-ETS Self-Advocacy Support Group PETS*
WTC PRE-ETS	Workforce–Auto Career Exploration PRE-ETS
WTC PRE-ETS	Workforce–Explore4 PRE-ETS
WTC PRE-ETS	Workforce–Pre-Employment Work Readiness PRE-ETS
WTC PRE-ETS	Workforce–WAVE PRE-ETS
WTC PRE-ETS	WTC OBVS–SMILE PETS*
WTC PRE-ETS	WTC OBVS–SMILE PETS* Instruction AT Self Advocacy
WTC PRE-ETS	WTC OBVS–SMILE PETS* Instruction CLP Self Advocacy
WTC PRE-ETS	WTC OBVS–SMILE PETS* Instruction SBVI Self-Advocacy
WTC PRE-ETS (VR)	Autism Services-Post-Secondary Training Opp PETS
WTC PRE-ETS (VR)	Autism Service–Pre-Employment Autism Support PRE-ETS
WTC PRE-ETS (VR)	Pre-ETS Self-Advocacy Support Group PETS
WTC PRE-ETS (VR)	Workforce–Auto Career Exploration PRE-ETS
WTC PRE-ETS (VR)	Workforce–Explore4 PRE-ETS
WTC PRE-ETS (VR)	Workforce–Pre-Employment Work Readiness PRE-ETS
WTC PRE-ETS (VR)	Workforce–WAVE PRE-ETS
WTC PRE-ETS (VR)	WTC OBVS–SMILE PETS
WTC PRE-ETS (VR)	WTC OBVS–SMILE PETS Instruction AT Self-Advocacy
WTC PRE-ETS (VR)	WTC OBVS–SMILE PETS Instruction CLP Self-Advocacy
WTC PRE-ETS (VR)	WTC OBVS–SMILE PETS Instruction SBVI Self-Advocacy
WTC RTS Assessment	AT Assessment
WTC RTS Assessment	AT Device Loan
WTC RTS Assessment	FCE
WTC RTS Assessment	FCE Apprenticeship Exploration
WTC RTS Assessment	Non-Adapted Driving: BTW Assessment An assessment to evaluate the driving ability of a consumer who does NOT have a physical disability or need for vehicle adaptations. Note: This assessment is required for individuals who have MVA Reportable Conditions (e.g., acquired brain injury, bipolar, schizophrenia, and other reportable conditions identified on the MVA website). <i>Also requires Non-Adapted Vehicle: Clinical Pre-Driving Assess below.</i>

Service Category	Service Subcategory
WTC RTS Assessment	Non-Adapted Vehicle: Clinical Pre-Driving Assess During the Clinical Pre-Driving Non-Adapted Vehicle assessment an Occupational Therapist (OT) administers perceptual, motor and reaction assessments that help to predict an individual's capability to drive. <i>Also requires Non-Adapted Driving: BTW Assessment above.</i>
WTC RTS Assessment	OT & PT Eval
WTC RTS Assessment	OT Eval
WTC RTS Assessment	OT-AT Assessment
WTC RTS Assessment	PT Eval
WTC RTS Assessment for Potential Modifications	See detailed list regarding the service subcategories and their usage below this grid.
WTC RTS Modifications	See detailed list regarding the service subcategories and their usage below this grid.
WTC RTS Support	AT Seminar
WTC RTS Support	AT Training and Tech Support
WTC RTS Support	Computer Skills Development
WTC RTS Support	FCE Follow-up
WTC RTS Support	FIFE Work Readiness 1
FIFE Work Readiness 1	FIFE Work Readiness 2
WTC RTS Support	Low Vision Support Group
WTC RTS Support	OT-PT Back Class
WTC RTS Support	OT-PT Equipment Loan
WTC RTS Support	OT-PT Work Station Comfort & Ergonomics
WTC RTS Support	Pre-Adapted Driving Consult
WTC RTS Training	See detailed list regarding the service subcategories and their usage below this grid.
WTC SBVI Assessment	ABLE
WTC SBVI Assessment	SBVI Assessment
WTC SBVI Training	SBVI Training
WTC Specialty Services	Center Services Team Review
WTC Specialty Services	OBVS Career Life Plan
WTC Specialty Services-IPE (available when case is in SERVICE status)	MD Business Enterprise Program for the Blind
WTC Specialty Services-IPE (available when case is in SERVICE status)	OBVS BEST
WTC Specialty Services-IPE (available when case is in SERVICE status)	OBVS Job Squad
WTC Specialty Services-IPE (available when case is in SERVICE status)	Room, Board and Enrichment–SRD
WTC Work Readiness Programs	Work Readiness Program-1
WTC Work Readiness Programs	Work Readiness Program1 Trial per CST
WTC Work Readiness Programs	Work Readiness Program-2
WTC Work Readiness Programs	Work Readiness Program2 Trial per CST
WTC Worksite Services	AT Assessment–Work
WTC Worksite Services	AT Training–Work
WTC Worksite Services	Job Analysis–Work
WTC Worksite Services	OT–Work
WTC Worksite Services	PT–Work

SERVICE CATEGORY: WTC Apprenticeship Consult

Available for Authorization Type: Vendor (Required on plan.)

A2 Code	Service Subcategory	Services to be Provided
	Apprenticeship Consult	WTC Apprenticeship Coordinator works directly with DORS consumers to identify apprenticeship opportunities and necessary support/assessment services.
	Apprenticeship Exploration	WTC Academic Instructor for Apprenticeship Services provides an in-depth exploration of various opportunities and expectations related to available apprenticeships throughout the state.
	Apprenticeship Academic Assessment	Academic assessment to determine current academic levels which will assist in determining eligibility for an apprenticeship or a need for remediation.

SERVICE CATEGORY: WTC Apprenticeship Support

Available for Authorization Type: Vendor (Required on plan.)

A2 Code	Service Subcategory	Services to be Provided
	Apprenticeship – Academic Instruction	This service will assist DORS consumers in raising academic levels or preparing for testing related to apprenticeship opportunities.
	Apprenticeship – Pre-Apprenticeship Support	WTC Apprenticeship Coordinator provides support and assistance to individuals pursuing or enrolled in a Pre-Apprenticeship program.
	Apprenticeship – Registered Apprenticeship Support	WTC Apprenticeship Coordinator provides support and assistance to individuals pursuing or enrolled in a Registered Apprenticeship program.
	Apprenticeship – Youth Apprenticeship Support	WTC Apprenticeship Coordinator will track and support DORS consumers enrolled in Youth Apprenticeship and facilitate the transition of these consumers to a Registered Apprenticeship if desired.

SERVICE CATEGORY: WTC RTS Assessment for Potential Modifications (Requires Administrative Approval)

Available for Authorization Type: Service

Note: WTC staff will review case notes to ensure Administrative Approval has been obtained for “Assessment for Potential Modifications” before issuing Authorization for the following services.

A2 Code	Service Subcategory	Services to be Provided
	Assessment for Home Modifications	<p>This assessment is required for consumers who may need home modifications for the following:</p> <ul style="list-style-type: none"> • Entry and Exit to the residence (e.g., door opener or ramp) • Access to bathroom facilities (e.g., roll-in shower) • Access within the residence (e.g., stair lift to access bathroom) <p>See RSM 2, Section 1603 for further information.</p>

A2 Code	Service Subcategory	Services to be Provided
	Assessment - Clinical Pre-Driving - Adaptive Vehicle	During the Clinical Pre-Driving Assessment an Occupational Therapist (OT) administers perceptual, motor and reaction assessments that help to predict an individual's capability to drive, who may or may not require any vehicle adaptations. <i>Also requires an Assessment - Behind-the-Wheel Adapted Driving Assessment (car or van).</i>
	Behind-the-Wheel Adaptive Driving Assessment-Car	During this assessment the consumer is given a vision screening, brake reaction test, and 2-4 hours of "behind the wheel" evaluation. <i>Also requires a Clinical Pre-Driving Assessment (see above).</i>
	Behind-the-Wheel Adaptive Driving Assessment-Van	This service will be needed if the consumer needs an assessment in an adapted van as opposed to a car, as determined by completing the Driving Assessment Justification (RS-6x). The following questions/conditions will help to determine whether you need to include this assessment when drafting the service authorization: <ul style="list-style-type: none"> • If your consumer uses a wheelchair and cannot transfer and stow their wheelchair independently you will need this assessment. • If your consumer uses a wheelchair and is able to transfer stow their wheelchair independently, it is likely that you will not need this assessment. However, if the need to use the van becomes apparent in the middle of an adapted car assessment, RTS Supervisor will add this service to the service authorization and proceed with the van assessment. <i>Also requires a Clinical Pre-Driving Assessment (see above).</i>
	Facilitation-Adaptive Driving Process-Vendor	RTS at the WTC provides guidance to DORS Counselors and consumers throughout the many steps involved in obtaining a driver's license in the State of Maryland for individuals who require vehicle adaptations. This service is used when the consumer is receiving Driving Rehabilitation Services provided by a vendor.
	Facilitation-Adaptive Driving Process-WTC	RTS at the WTC provides guidance to DORS Counselors and consumers throughout the many steps involved in obtaining a driver's license in the State of Maryland for individuals who require vehicle adaptations. This service is used when the consumer is receiving Driving Rehabilitation Services through WTC.

SERVICE CATEGORY: WTC RTS Modifications

Available for Authorization Type: Service

Note: Previously known as RTS Training.

Note: Administrative Approval for "Modifications" must be granted prior to Service Category: "Modifications" being listed on the plan. When "Modifications" is on the plan, authorization for WTC RTS modifications may be issued by WTC. Central Office or WTC may issue necessary authorizations for modifications.

A2 Code	Service Subcategory	Services to be Provided
	WTC Facilitation for Home Modifications	Requires Administrative Approval
	WTC Facilitation for Vehicle Modification - Vendor	Requires Administrative Approval
	WTC Facilitation for Vehicle Modification - WTC	Requires Administrative Approval
	WTC Vehicle Mod Fitting	Required for Vehicle Modification
	WTC Vehicle Mod Post-Mod Training	Required for Vehicle Modification
	WTC Vehicle Mod Pre-Bid Consult	
	WTC Vehicle Purchase Consult	

SERVICE CATEGORY: WTC RTS Training (Requires Administrative Approval and Required on Plan)

Available for Authorization Type: Service

Note: WTC staff will review case notes to ensure Administrative Approval has been obtained for “Training for Potential Modifications” before issuing Authorization for training in adapted vehicle.

A2 Code	Service Subcategory	Services to be Provided
	Driver Ed–Autism	MVA’s 30-Hour Driver’s Education program with additional time and ability to re-take unit tests and quizzes.
	Driver Ed–Autism BTW	MVA’s 6-Hour Behind-The-Wheel (BTW) which includes three, two-hour sessions.
	Driver Education	MVA’s 30-Hour Driver’s Education program with additional time and ability to re-take unit tests and quizzes.
	Driver Education–BTW	MVA’s 6-Hour Behind-The-Wheel (BTW) which includes three, two-hour sessions.
	Driver Training–BTW Non-Adapted Driving	This training is for individuals who may or may not have MVA Reportable Conditions (see Attachment 1600-3) but have no physical disabilities, and they do not require any vehicle adaptations. <i>This item will also be used for Low Vision Driver Training.</i>
	Driver Training–Adapted Car	Requires Administrative Approval – Training services are provided by DRS/CDRS in an adapted car. The number of hours of “behind the wheel (BTW)” training with the instructor can be found in the Adapted Driving Assessment report.
	Driver Training–Adapted Van	Requires Administrative Approval – Training services provided by DRS/CDRS in an adapted van. The number of hours of “behind the wheel (BTW)” training with the instructor can be found in the Adapted Driving Assessment report. Unlicensed adapted driving equipment training in a van takes a minimum of 66 hours of BTW training, as required by the MVA.
	WTC VEAPA Vehicle Consultation	This service is provided if recommended by the DRS/CDRS. This service involves taking the consumer to vehicle dealerships and/or mobility dealerships to get into different vehicles to determine which make, model and year vehicle would best meet their needs.

A2 Code	Service Subcategory	Services to be Provided
	WTC VEAPA (estimate)	A prescription of adapted equipment written by a DRS/CDRS in an Excel Workbook, which will be used in the Procurement process once approved.